

ESLT Partnering Meeting November 3 & 4, 2008 Minutes

ATTENDEES

NAME	ORG	PHONE	E-MAIL
Kim Bennett	Natural Resources	602.712.5822	Kbennett@azdot.gov
Paul Langdale	Natural Resources	520.838.2831	plangdale@azdot.gov
Darlene Dyer	Flagstaff EPG	928.779.7519	ddyer@azdot.gov
Leigh Waite	Materials	602.712.8166	lwaite@azdot.gov
Carolyn Upron	SEO	602.712.7540	cupton@azdot.gov
Marc Kasper	NRMG	928.772.0906	mkasper@azdot.gov
Siobhan Nordhaugen	OES/NRMG	602.712.6166	snordhaugen@azdot.gov
Bruce Eilerts	OES/NRMG	602.712.7398	beilerts@azdot.gov
Mary Frye	FHWA	602.382.8979	Mary.frye@fhwa.dot.gov
Ruth Greenspan	EPG	602.712.6266	rgreenspan@azdot.gov
Lisa Andersen	Phoenix Maint.	602.712.6692	landersen@azdot.gov
Julie Alpert	Kingman DEC	928.681.6042	jalpert@azdot.gov
Anastasia Olander	Tucson DEC	520.388.4259	aolander@azdot.gov
Emily Christ	NRMG	602.712.7682	echrist@azdot.gov
LeRoy Brady	Roadside Develop	602.712.7357	lbrady@azdot.gov
Michael Traubert	OES / Plan & Permits	602.712.7769	mtraubert@azdot.gov
Thor Anderson	OES/EPG	602.712.8637	tanderson@azdot.gov
Steve Thomas	FHWA	602.382.8976	Steve.thomas@fhwa.dot.gov
Jessica Walsh	OES/EPG	928.779.7579	jwalsh@azdot.gov
Stephanie Brown	CCP	602.712.8836	sbrown@azdot.gov
Randal Pair	Holbrook DEC	928.524.5468	rpair@azdot.gov
Bruce Fenske	ADOT Yuma	928.317.2138	bfenske@azdot.gov
John Harper	ADOT Flagstaff	928.779.7547	jharper@azdot.gov
Chuck Budinger	Prescott Construction	928.777.5966	cbudinger@azdot.gov
Rick Haddow	Globe District	928.812.1498	rhaddow@azdot.gov
Todd Williams	ADOT OES	602.712.8272	tgwilliams@azdot.gov
Chuck Barclay	ADOT/OES/NRMG	520.838.2830	cbarclay@azdot.gov
Chuck Howe	Flagstaff District	928.779.7591	chowe@azdot.gov
Gary McRae	ADOT- Safford	928.432.4911	grmcrae@azdot.gov
Carla Carter	Partnering	480.922.0043	ccarterinc@cox.net

Opening Remarks

Gary opened meeting by welcoming the members, reminded them of the meeting ground rules, and asked for brief introductions. He reinforced that the agenda was aggressive and that the team needed to keep on task and move on to the next subject when it was time. He introduced Carolyn Upton who would be taking over as the internal facilitator after the February meeting.

Minutes Review

Gary suggested that the way to review minutes in the meeting is for people to get their comments on the minutes to the minute developer once the draft came out. That way, he could have the minutes adjusted and just report the changes to the team.

He also announced that due to the budget, the ESLT would only meet quarterly in calendar year 2009. Next meeting is February 3-4, 2008.

PEP Rating

Gary reviewed the PEP ratings for September. There were 25 PEP ratings completed, even though there were 35 attendees. He asked that everyone fill out a PEP rating before leaving because people's comments were important. He reminded everyone that the PEP ratings were for the cycle between meetings, not the meeting. A separate meeting evaluation is completed for the session itself.

Results overall were a 3.17, a very good baseline. The highest score was Team Work and Relationship at 3.38 and the lowest was Consistency at 2.90. The target is 3.0 on all categories. The other goal category not meeting target was Schedule and he noted how busy everyone was. He asked that individuals and teams work to continue progress during the times between the meetings.

Servant Leadership Vignette – Lisa Andersen

Lisa gave a presentation of the key characteristics of Servant Leadership. She quoted: "The greatest leader forgets himself And attends to the development of others."

Lao Tzu in the Tao Te Ching

The ten characteristics of Servant Leaders include:

- Listening
- Empathy
- Healing
- Awareness
- Persuasion
- Conceptualization
- Foresight
- Stewardship
- Commitment to the growth of people
- Building community

She chose to focus on Listening, Empathy and Healing as a key learning and the entire slide show can be viewed on the ESLT website.

She handed out two pages that gave more information and they will be forwarded with the minutes.

Materials – Leigh Waite

Leigh introduced the Materials Group to the team, showing Materials Source, Geotech and Facilities as the major sections. She discussed the mining sources perspective and discussed the impact of the 2003 Consent Order where SWPPP became the priority. Eight thousand (8000+) sites have been reviewed since then by the SWAT (Stormwater Advisory Team). None of the sites are in perfect condition, she stated, and the work to complete compliance is a cooperative venture.

Policy and Procedure Directive (PPD) 17 discusses roles and responsibilities and storm water discharge. Leigh explained this saying a draft would be sent to ESLT members for comment. She concluded her presentation by sharing many questions that have been received from the District over the past couple of years.

Priority Issues Review – Gary McRae

Gary asked the members to review two handouts, one the initial list of Priority Issues from the February meeting where five action teams were commissioned and a two page handout that listed all the new actions, ideas and issues that have surfaced since that first meeting. The

members went through the second list and eliminated those they believed were being handled another way or did not add value to the ESLT mission/vision.

A final list of twenty (20) items were used as the base for importance ratings and team members were asked to add any left from the initial priority listing to a post it note and rate it. Then, it was to be turned in for compilation before the next meeting. That final listing of 20 items and the original list of priorities are attached.

Seeding and Final Stabilization - LeRoy Brady

LeRoy explained that final stabilization was centralized in the Construction Area because Construction Ops Registered Landscape Architect is responsible for monitoring the Landscape Architectural items on projects and QC for that work. He added that there are checklists that address implementation and administrative perspectives. They measure percent of compliance to the requirements in the specifications.

He was asked how the Districts tie into project finance and he said they don't. The QC lists are for compliance are Quality Control. He stated that the Resident Engineer is responsible for finances and billings in keeping with the specification pay items.

He was then asked how native background is determined. He said "Experience and knowledge, and field testing of native undisturbed site". Final stabilization requires that vegetative cover equal 70% of the natural cover of undisturbed similar areas. He was further asked "What about 60% (canopy covered) Manzanita area?" He said that ADOT determines the vegetative canopy cover of an undisturbed similar area; for example if that cover is 60% then the canopy cover requirement for final stabilization is 70% times 60% which equals 46% canopy cover to meet final stabilization for filing a NOT. Roadside and Natural Resources developed and coordinated appropriate native species to be used for each ecological bio-zone. Roadside then determines what seed species are available or should be at the time of seeding and prepares a specification including those species appropriate for each of the projects. He discussed the long history of Natural Resources and Roadside Coordination and told the team that Arizona is one of the few states with such a comprehensive native seed revegetation program.

Some suggestions were made to by some of the DEC's with ADOT's current seeding practices. LeRoy said that across the state we use a variety of seed species and maximize seeding establishment by using low soluble slow release fertilizers, soil amendments, compost and organic mulches.

Various other questions were asked and answered. He reminded the team that there is a 45-day establishment period on projects. On federal aid projects and you cannot have a warranty or guarantee that the mulch remain in place for seeding to establish. The warranty that the contractor had adequately tacked the straw mulch was accomplished by requiring a 45-day establishment period that over 95% of mulch had to remain in place.

Another question was asked about why AODT doesn't seed by season. He said that disturbed slopes are required to be treated with in 15 days of the last disturbance. Seeding when slopes have been completed has been successful in Arizona. Seeding includes both warm and cool season species since most areas receive both winter and summer rainfall. At best the states rainfall patterns are not consistent, but sporadic so it is important that the seed is there before the moisture comes. When seeding, straw mulch is used as a BMP to hold the soil in place, provide cover for the seed and prevent erosion. If the decision was made to wait, they would have to break up the temporary soil stabilization and till again before seeding. He said it works to seed as soon as slopes are completed.

He was asked what the #1 problem was besides seeds. He answered, "Tillage" which allows infiltration of rainfall and establishment of seeding. Seed does not germinate and establish if it cannot put roots into the soil.

FHWA Mitigation Process Review – Steve Thomas

Steve reviewed what he called 'successful practices' and FHWA recommendations. They were included in the Environmental Mitigation Process Review handout. Mary Frye will be reviewing the 'environmental assessment process' and Steve the 'section 7- consultation' next. It is their expectation that ADOT will make progress over the next 6-9 months on the recommendations presented at this meeting and FHWA will follow-up in a year to measure progress.

He also noted that FHWA has recently moved.

Their new address is: 4000 North Central Ave, Suite 1500 Phoenix, AZ 85012

The Mitigation Measures action team was tasked with determining the baseline for mitigation costs and the process for determining how to measure the mitigation costs. John Harper, Steve Thomas and Todd Williams will work together to determine the best place to present the findings. Darlene offered that the Mitigation Measures action team will address all five FHWA recommendations. (See FHWA Handout)

Following her Materials Presentation, Leigh said she would send information out to the ESLT regarding MSHA requirements and training.

INRMP - Bruce Eilerts

Bruce talked about INRMP and said there will be a project manager to oversee the effort. He told the group that they are working in-house with various stakeholders due to the lack of funding. It is a challenge to get information from the districts but they will need to know from each district 1) What they do and how they do it (for each activity), 2) The number of Partnerships in a district, 3) How are the districts handling things like desert tortises and other protection issues. 4) What are the districts 'habitat areas'? 5) Do the districts have their own policies and what are they? 6) Are there district plans for mowing, snowplowing, recovery zones, etc? and 6) What environmental-related equipment is in each district? All this could be in the same data base for everyone's reference.

He also mentioned that other partnerships might be addressing issues/items that OES needs to know about. He said if they had the inventory, it would save time. He asked everyone to provide him with that info.

Action Team Reports

Communications –

Email etiquette was the highlight of this team's report. The following steps were given for people to remember by Stephanie Brown.

- 1) Keep the message brief – one subject per message
- 2) Tone can't be heard in email – emotions should be used sparingly (e.e., smiley faces, exclamation points, etc.)
- 3) Email is not private – Company property – remember the AZ Republic headline guide
- 4) Follow-up and summarize previous discussions – it help to clarify and remind
- 5) Be sparing with group email
- 6) Do not change wording of a forwarded message
- 7) Blind copies – not courteous; use only when needed
- 8) Follow standard writing protocol

- 9) Don't use email to avoid personal contact.

One person suggested the following:

- 1) Let people know when you are out of the office

Chuck discussed some other communication tips. He suggested using the 866 line because it is clear and you can hear multiple people at one time. He also recommended web conferencing and said "Go to Meetings" was working well. (Brenda Ceballos – X8858 in OES has rights if you want to set that up.) Finally, he encouraged video conferencing.

Carla mentioned the Delphi technique where something was sent out via email to many stakeholders, they returned with their suggested content/edits, and then it was sent out a second time for final review. Where this is common practice, people know the drill and use it well. She will get info to Chuck on it.

Core Duties

This team has scheduled four meetings over the next few months so that they can work on:

- 1) Core Duties by groups
- 2) Final print version for next meeting
- 3) Populate the Roles/Responsibility Matrix
- 4) Create a Desk Reference Manual/User guide
 - a. How does ADOT operate environmentally
 - b. How to work with others

Comments received included:

- 1) PDQ should correlate with the Core Duties
- 2) DEC's would like input to the Core Duties
- 3) Jerry Barnes (DE) wants to be involved in the evolution of the Core Duties
- 4) Make sure major activities and who is involved are addressed, not just the Core Duties
- 5) Make sure to pay attention to the phases of the Project Development process, such as Design to Construction)

Mitigation Measures

Darlene shared that the PreCon and getting on that meeting agenda has been the focus of the team. She also noted that this team may need to tie into the Core Duties and the Project Development Phases based on earlier discussion.

She cited confusion between her team and the EPG-DEC subcommittee and the work it was doing on mitigation measures. Thor suggested that there may be a need to integrate what that group is doing with the Action Team. Leigh shared that there are mitigations for the materials source that may also need integration or attention. Julie brought up hard vs. soft mitigation. She said that transplanting species is soft and generally found in the specials. She warned that there might be a disconnect with C & S and the development process which needs clearing up. It was noted that this is important to contractors so they know what they are bidding on.

Gary suggested that mitigation measures be worked on in one place. The team talked and determined that an improved process could not only eliminate change orders, but also save money.

Discussion about the AIDW took place in that it has the most recent information on a project and it is viewed as a great resource. EPG and OES are working on improving the information going into Project Reference.

The team was also advised to be careful of the wording used - CE, EA or EIS – because FHWA has approved and is responsible. So keep the intent the same and clear or talk with FHWA.

Maintenance Clearance

Emily reported that comments from others have been gathered and it is time to get ESLT final comments. She gave the deadline as November 12th.

Jessica reported that she sees the tasks the team is assuming on avoidance maps may be similar to the Oregon mapping and she shared that the team is concerned about redundant efforts.

She went on to say that the HPT Portal may or may not work. EPG said they will have a structure for the portal based on what was developed for the Biology portal. That structure will be ready about February 09. The problem is money because in-house staff doesn't do HPT, yet there is a plan to transfer the responsibility in-house. She also said it was not dependent on whether or not the area had been surveyed. Thor explained that the clearance is for action related to the project. The fact that the information is not necessarily updated was responded to by Todd, who suggested that when the Environmental goes out, they should have the updates.

The action team will create their 'wish list' and prioritize what they want to see and give it to Ruth.

A final addition was made about Florida. Florida's process was legislated with the support of Game & Fish, Transportation and the legislature. It was called a 'cadillac system' and it is doubtful that ADOT has that kind of support.

Work Order

This team stated it had made lots of progress. EPG reported that the work orders coming in now are usable! The status/access to drive the work order system is being developed but there is some trouble with using ACCESS as a data base. The suggestion was made that training on ACCESS be offered.

Ruth wanted to clarify the email sent that has a list of aerial photo maps. She said it was not inclusive; the Tax Assessor sties have photos at this time. The photo log also has a key that allows you to zoom in and out. She also recommended Google Maps. (She noted that Google Earth is not free, but assured the team that Google Maps was.)

Todd suggested that Scott Parkey work with this team. He is seen as a great resource and possibly should present at a future ESLT meeting.

A key question being faced by the team is to distinguish if there are clearances that can be done by the DEC's vs. having to go through the Work Order System. It might be possible that a decision tree approach be used. The team has not addressed this, but someone suggested a checklist tool could be used for communication. Todd suggested a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis is also a possible tool. Thor suggested that the checklist could be combined with the Maintenance checklist and it would allow not only information, but also possible collaboration from various areas. The idea was brought up that clarification that the boundaries are correct was deemed the vital role and someone else suggested that an approach to DEC accountability for clearances might also be considered. There was a lot of discussion for the action team members to consider.

General Reports

DEC Update – Chuck Budinger

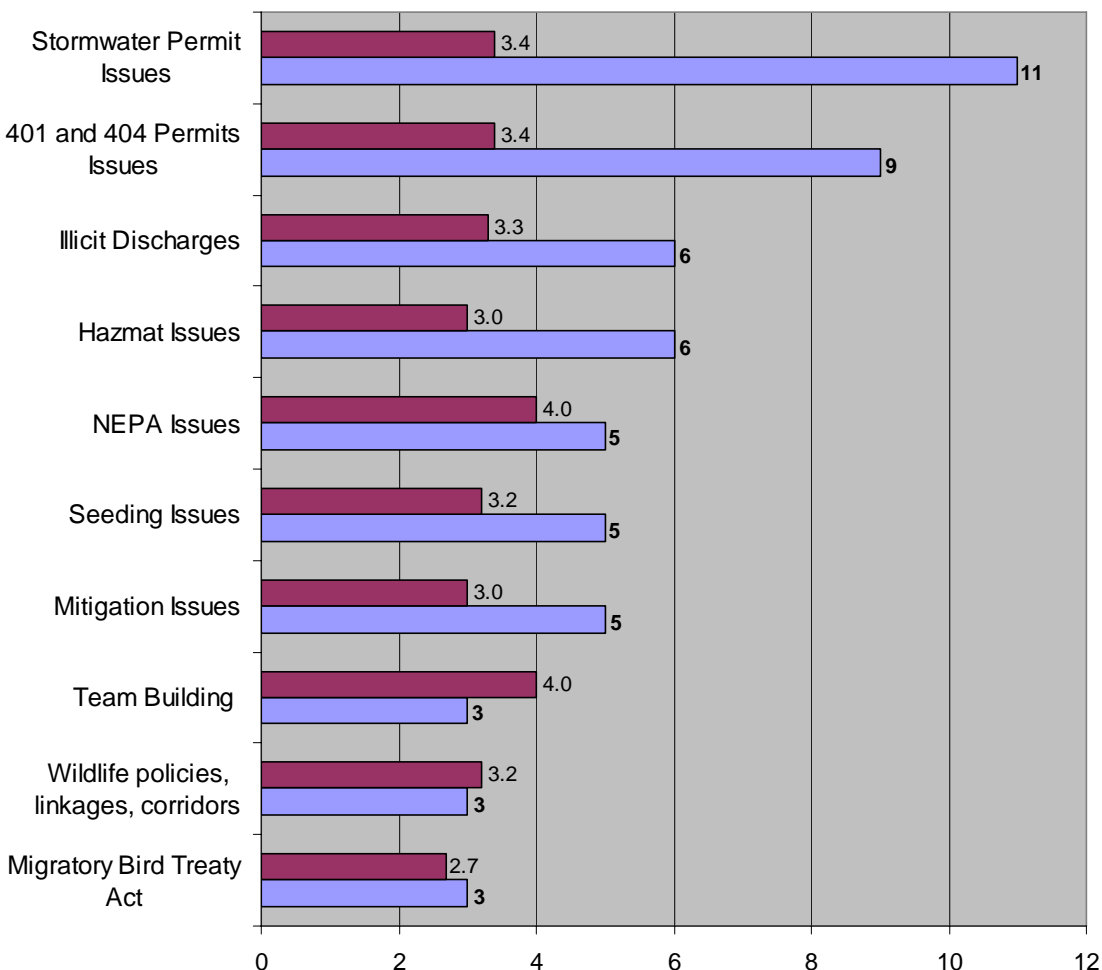
Chuck gave the following list of issues addressed at the DEC meetings since the last ESLT, stating it is mostly a sharing of practices:

- Discussion about when Maintenance takes over a project and the interplay with ADEQ
- Discussion of ESLT business and how DEC input will get back to the action team
- Funding issue during design phase to get staging area, stockpile areas, etc. (This will eventually get to the ESLT)
- PIT usage was discussed. If ADOT owned or approved, it was assumed that Material must go through the 104 standard spec process. (John Harper would add material source expectations to the next RE meeting as a result of this discussion.)
- Temporary or permanent BMPs have been put in place and other groups, such as Construction's Stormwater Advisory Team, need to know. The DEC's will be sure to coordinate with them.
- Early identification (30%) of borrow pits in the design could save money. The response from the DEC's is that it is difficult. They said not enough attention is paid to the staging area, etc. in the design. Thor clarified that predesignation is not ADOT's job or ADOT would be financially liable. So it is the contractor's responsibility. Steve Thomas asked that they go into 30 – 60% plans. He does not want info late at 95%. Ruth reminded everyone that an expedited clearance can be given if there is no impact within the R/W, but that leaves no flexibility later.

Chuck closed with saying that the DEC's are trying to bring consistency through sharing their practices.

Training Needs – Gary McRae

Gary showed the members the results of the training needs assessment. The average importance ranking is the top bar and the number of times mentioned is the bottom bar on each item.



He said that it would be important to decide how to address the needs and there was some discussion of putting a task team together to develop a strategy and schedule. Mary Frye, Leigh, Ruth, Darlyne and Anastasia or Gary will draw up a training plan. Mary Frye will champion this. .

Steve Thomas said there would be a NEPA class on Dec 2,3 and 4 and the recent class was highly recommended by those who attended. FHWA also has a self-paced class online which is about 6 hours.

EPG-DEC Subcommittee – Thor Anderson

Thor told the group that 200 comments had been received based on the request for feedback. The generic mitigation measures that are being developed will have pre-approved wording to save time. He said that they are not inclusive.

He believes that there should be some organization of the issues the subcommittee identified with the work being done by the ESLT, but that the subcommittee was progressing and should stay in place.

ESLT Website - Carla Carter

Carla informed the group that the sponsors determined that an initial ESLT website could go up even though the team was not yet sure who would take final responsibility for it. She said that Jim Rindone had done a great job getting some of the initial information on the site. It is an internet site due to the mix of internal and external members, thus there would not be a need to have two sites. The site can be accessed at:

<http://www.azdot.gov/Highways/OES/ESLT/Index.asp>

Items already determined to be on the site include:.

- 1) ESLT Mission/Vision
- 2) Meeting agendas/minutes
- 3) Action Teams
- 4) PEP ratings
- 5) Meeting Ground Rules
- 6) Upcoming Events
 - a. Meeting dates
 - b. Training
- 7) Successes
 - a. Tasks accomplished
 - b. Other achievements

At this time, the ESLT mission, vision, values and meeting minutes were uploaded. The PEP rating form and the first PEP rating was on the site. In addition, it is being populated with the Action Team plans.

The team determined that the responsibility for managing the site should fall to the Communications Team, so they will take it over now that it is launched.

One open item is about the presentations made by both members and guest speakers. The team will need to decide how many power point presentations should be uploaded to the site.

Round Robin Comments

- 1) Good set-up
- 2) Action Team meeting must work between ESLT meetings (mentioned multiple times)
- 3) MSLT attendance by Julie
 - a. Work Order Process covered
 - b. Maintenance goals
- 5) How about staying until 2:30 or 3:00? (Todd said it should stay to one day.)
- 6) South of Hoover Dam – capturing big horn sheep and collaring them. Come on up. Starts Friday the 7th.
- 7) Need to start on time
- 8) Important to use alternative means of communicating, including GO TO Meeting, even for training
- 9) Budget crunch may impact conferences and such
- 10) MLST meeting is Jan. 13-14 – Gary is going
- 11) SEO update needed
- 12) Kathleen Tucker – Where we need or don't need 404 permits
- 13) Winter Storm Management presentation is now going outside of agency
- 14) Design and Construction Partnering needed for Staging – should be addressed
- 15) Appears to be a communication problem with Game and Fish on portal
- 16) Communication to keep Siobhan and Ruth up to date
- 17) Would like to see more on plant growth and development
- 18) Look for lead-based paint issue paper that has a couple mitigation measures – was at an MSLT meeting
- 19) Need to get consensus with issues in Kathleen's area before she presents here
- 20) Partnering with State Land to improve process

Odds and Ends Comments/Questions handed in on Post It Notes

To All:

- 1) FHWA/ADOT maintenance accessing environmentally sensitive areas on AIDW then checking with DEC for detailed info?
- 2) Timeliness is an issue – Fewer round table and instead use 'sticky notes' for question. Less discussion and more preaching by specialist
- 3) "TOP Topics" - Do as a brown bag, one hour minimum, perhaps on the Web
- 4) Game and Fish and Wildlife – restrictive info even interagency – not site specific – See Lisa Andersen – Push in Florida was legislative?
- 5) What protocol dictates who you cannot communicate to when asked? Ex. Gary (Ted's) will not or CC report to DEC; will only report to RE
- 6) It was suggested that the team leaders of the MSLT, ESLT and RE teams be linked more regularly into each others' teams. There are a lot of cross issues.

To EPG:

- 1) Do Clearance memos still have the EPG planner phone number? DEC's should not be changing anything.
- 2) What I would like to see – is not the fence to fence R/W be evaluated for all construction perspectives, not just the project undertaken

To DEC's:

- 1) Always call a planner. EPG has folks with experience.

To Chuck B:

- 1) Design and Construction (staging disconnect vs. partnering facilitation)

To LeRoy:

- 1) Seeding is a big topic and should be on a webpage vs. adopt a highway

Flipchart Notes

- Have Scott Parkey present at next meeting
- Bring Ted Littlefield or Guy Scirpan(?) to present on Construction Operations
- Other needs: Understanding of the Project Development process: Key area of concern are 'issue areas', such as construction funding/stages from Design to Construction
- Training approach: NEPA/Melissa and Stormwater/Wendy

PARTICIPANT'S FEEDBACK OF WORKSHOP EFFECTIVENESS

Project Name: Environmental Servant Leadership Team (ESLT) Partnering Meeting
Project #: _____ **TRACS #:** _____
Facilitator's Name: Carla Carter **Date of Workshop:** Nov 3-4, 2008

1. What is your overall rating of the effectiveness of this meeting?

Workshop Format Needs Improvement 0.5 1.0 1.5	Did Not Meet My Expectations 2.0 2.5	Met My Expectations AVERAGE RANKING = 3.36	Exceeded My Expectations 4.0
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Comments:

- Best meeting so far
- Schedule ended up being poor, too much soap boxing with examples that aren't appropriate to the situation
- Terrific interaction, there was enough time to allow for input, yet stay on track
- The group is coming together and addressing important issues
- Many of the NRMG personnel seem to be resistant to working as a team. One member constantly using blackberry throughout the 2 days, tone of a few members comments seemed angry and divisive

2. What about this meeting was most valuable to you?

- All of it
- Good open communication
- Open discussions on issues offsetting OES group
- Shared information
- Learning about existing processes and policies
- Giving my presentation – really being heard
- Action team discussions / updates
- Having a room that was large enough for the group and allowed a table arrangement suitable to the meeting
- Everyone speaks their mind good input and very educational
- Interactions between sub-committees dialogue during sub-team updates was particularly good
- Seeing work being accomplished
- Keep on schedule, be civil and respectful to on another
- Hearing interpretations of this same idea/process by different people/groups
- Leroy's presentation and Bruce's presentation
- Interaction with EC's
- Face to face meeting / discussion
- Dialogue amongst everyone, teamwork, working toward resolution of various issues
- Leigh's presentation, update from action teams
- I thought that Leigh's presentation and materials were very informative
- The discussion
- First day I enjoyed specific topics from the speakers

3. What would have improved the effectiveness of this meeting?

- Need more time to discuss subgroups
- Full participation by everybody
- Stay on schedule! Schedule!
- More time
- No long drawn out examples, summarize, mike
- Timer, stay on time
- Time keeping
- Not quite Jesus during meeting (even ESLT vignette)

3. What would have improved the effectiveness of this meeting? (Continued)

- What people are by nature quiet speakers, can we get microphones on at least some of the tables? And have those who are soft spoken to sit at these tables?
- Difficulty hearing sometimes
- No ideas
- Greater control over speaker time
- Set tables in "diamond" before not after meeting start time
- More effective note taking that is transcribed accurately especially if in and outs are to be given out with the information that is not complete or accurately conveyed
- Subgroups meeting between ESLT meetings
- Better handle on people speaking out of turn
- Better setup of presenting equipment so that easy to see/hear the speakers
- Remind members to hold off looking at messages on blackberries during meetings. Both days people spent more time on their blackberries than actively participating or being "present"

4. How do you rate the effectiveness of the Team Leader?

Facilitation Needs Improvement 0.5 1.0 1.5	Did Not Meet My Expectations 2.0 2.5	Met My Expectations AVERAGE RANKING = 3.46	Exceeded My Expectations 4.0
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Comments:

- Great job Gary, glad to see you kept to a true roundtable
- Team leader needs to run all the meeting
- Excellent work
- Well respected
- Gang is very "appropriate"
- Excellent job
- Keep everyone on track yet with time for discussion
- Some inappropriate comments
- Sometimes make assumptions about what is being discussed that are not valid all the time
- Very good job

5. How do you rate the effectiveness of the Facilitator?

Partnership Team Needs Improvement 0.5 1.0 1.5	Did Not Meet My Expectations 2.0 2.5	Met My Expectations AVERAGE RANKING = 3.33	Exceeded My Expectations 4.0
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Comments:

- Great
- Facilitator needs to let Team Leader take over, too many interruptions
- Excellent facilitating
- Acknowledgement of others
- Great job
- Good at re-capping
- The meeting flowed well, clearly outlines what needs to be done before the next meeting
- Carla did a wonderful job of keeping topics and speakers flowing and on point

6. How do you rate the project team's potential effectiveness?

Partnership Team Needs Improvement 0.5 1.0 1.5	Did Not Meet My Expectations 2.0 2.5	Met My Expectations AVERAGE RANKING = 3.44	Exceeded My Expectations 4.0
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Comments

- This team is going to be very strong for ADOT
- A wonderful new program that has been needed for a long time
- Coming together
- Please print everything double sides, even PEP form
- This team is going to go far and has made great progress since inception
- Need more time
- Still needs aspects of team building, even within each group (NRMG, DEC, EPG, DES)

7. What other comments do you wish to offer?

- Need outside group speakers
- Thanks
- Is having a meeting effectiveness AND a PEP form rather redundant?
- Discussions and timelines really need to be followed, schedule needs to be realistic
- ESLT new issue matrix / list of issues not yet addressed was hard to understand, could have been combined into one document, not the most effective conversation of the meeting
- Lisa – great effort with the food, you set the bar very high.
- Thanks to Lisa and Kim for the snacks and water, great that we're recycling during our meeting!
- Sign in sheet should just list our names, we should just initial it. Quicker than filling in our own name, group, phone numbers, and email. I think this was suggested at the last meeting too.
- Budget discussion even though spoken about, was not on the agenda and thought it wasn't necessary to convey "consider budget when dealing bi-monthly or quarterly"
- Leigh did a great job
- Refrain from handing paper copies out of things that cannot be reviewed at the meeting, rather email them out only
- This is working well in getting some action items going

ESLT NEW ACTION TEAMS, IDEAS AND ISSUES – TEAM PRIORITIZATION- NOVEMBER 3-4, 2008

MEETING ISSUE	IMPORTANCE 3= high 2 = moderate 1 = low	ACTION TEAM (Current or New)	IMMEDIATE TASK TEAM (State possible leader)	INDIVIDUAL (State a person)
1. Encroachment Permit and Environmental Review as agenda items for ESLT				
2. HPT Portal – Misconnect that should be addressed				
3. Definitions needed – Emergency and Urgent – Gary to address with his team				
4. Pre-bid conference for sensitive environmental projects – precedence set already and this is different than the Pre-construction meeting				
5. Clarify construction vs. maintenance clearance process. Include who to send it to. – Goes to Maintenance team?				
6. Programmatic approaches to Environmental work – There are some programmatic tasks in some action plans. Agreement between various orgs needed as to how certain actions/needs will be handled				
7. Oregon mapping approach and critical resources within ODOT's inventories				
8. Form an action committee to develop mini-workshops for these meetings. Committee brainstorms a list then looks through the list and determines who can do the topic or coordinate it. One suggestion: an explanation of what's in the work order.				Gary
9. Chair of statewide development engineers' team to explain purpose and vice versa				
10. Education Plan based on Training Needs shared 11- 3 & 4				
11. Maintenance Clearance and Process Team. Need to set a strategy that uses an incremental approach that leads to the end result of the ONE Plan.				
12. Organizational Structure – Is ESLT going to be the center?				
13. On the maintenance activities – what are the limits of environmental clearance? A lot of them act based on accidents or the SR87 landslides. Priorities get changed. Are there going to be limits to clearance? An expiration date based on biological or cultural issues? Ruth: Depends on what it is you're doing. Looking at an activity task of clearing brush versus clearing culverts. Things are cleared for an activity rather than a time. If DEC is				

MEETING ISSUE	IMPORTANCE 3= high 2 = moderate 1 = low	ACTION TEAM (Current or New)	IMMEDIATE TASK TEAM (State possible leader)	INDIVIDUAL (State a person)
involved in the process of developing work orders, they'll probably know in advance what claims they'll need.				
14. Concerned about contracts – fences and cattle guards placed and replaced under contracts – concerned about the environmental review of those contracts – procurement contracts.				
15. Permit – seeding and planting permits/certification. May start calling applicable people in the organization to see what they can find out. Team to work on planting and seeding issues at the districts. Is this a priority for this team?				
16. EPG/DEC sub-team issues, such as generic mitigation measures – Establish regular link and feedback loop with ESLT				
17. Reporting/tracking of Illicit discharges				
• Spills, firefighting, swimming pools in our right of way				
18. SWPPP issues + presentation on next agenda – Wendy questions from September				
19. Facilities partnering need				
20. Recycling as an effort/action				